

HSU Reservation Guide

Attached you will find guidelines to follow when booking a rental vehicle through Enterprise Rent-A-Car for business use. This guide will also prove helpful when booking a vehicle for personal use as well, as it will require less information when booking for a personal use trip.

*** There are two locations to serve you:**

1. 110 5TH St Eureka, Ca 95501 Phone: 707.443.3366
2. 350 I St Arcata, Ca 95521 Phone: 707.826.9090

*** Corporate Code to use when renting:**

Please contact Business Services at extension: 3512

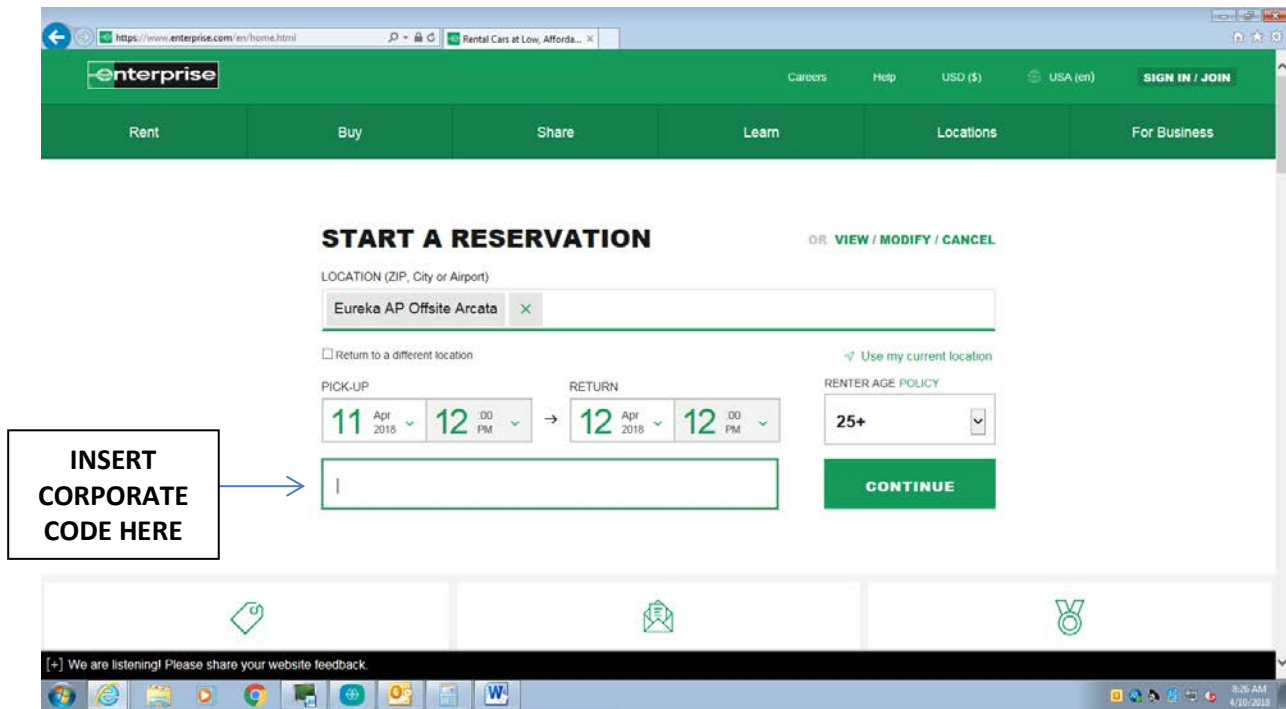
You may be asked to provide a 3 digit code when booking, please use: CSU

****PLEASE NOTE ENTERPRISE WILL ASK TO VERIFY HSU AFFILIATION ON EACH RENTAL – TWO FORMS OF I.D. ARE REQUIRED e.g. - IDENTIFICATION BADGE, STAFF I.D., BUSINESS CARD, RECENT PAYCHECK STUB (PREFERRED)****

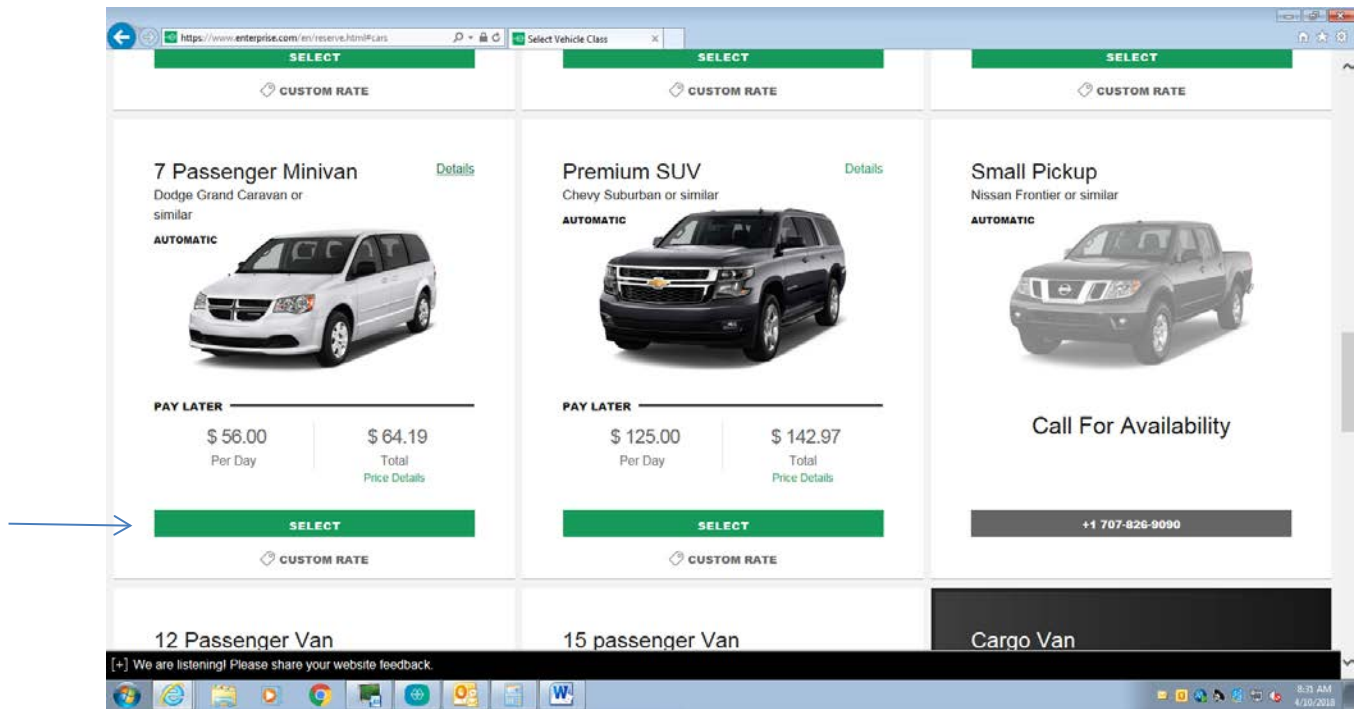
Please do not hesitate to reach out to the branch manager with any questions.

Matthew Amaral - 707.443.3366 (work) 209.505.1895 (cell)

1. Log into WWW.ENTERPRISE.COM and apply corporate code



2. Select car class



3. Continue to review

enterprise /CSU HUMBOLDT Account Number Added TERMS & CONDITIONS / POLICIES Total \$64.19

RENTAL DETAILS → PICK-UP & RETURN → VEHICLE → EXTRAS Select

Wed, Apr 11 12:00 PM - Thu, Apr 12 12:00 PM Eureka AP Offsite Arcata 7 Passenger Minivan

ADD EXTRAS

Extras included in your reservation (at no additional cost): Damage Waiver, Roadside Protection

Protection Products

Damage Waiver	--	--	DETAILS	Included ✓
Roadside Protection	--	--	DETAILS	Included ✓

Equipment

[+] We are listening! Please share your website feedback.

4. Contact information (Please ensure correct information as we may need to contact customer)

Review & Reserve

* Required Field

Contact Details

First Name* Last Name*

Phone Number*

Email Address* name@domain.com

Sign up for Enterprise Email Specials

By selecting this checkbox you are confirming that you would like to receive email promotions and offers from Enterprise. You can unsubscribe at any time by using the links provided in the emails. [View our Privacy Policy](#)

Confirm Trip Purpose

Your account is associated with /CSU HUMBOLDT. Are you traveling on behalf of /CSU HUMBOLDT for this rental?

Yes

No

VEHICLE

7 Passenger Minivan \$56.00 Included

Unlimited Mileage

EXTRAS

9 Additional Drivers Included

Roadside Protection Included

Damage Waiver Included

TAXES & FEES [LEARN MORE](#)

Tour Rec (3.5%) \$ 1.96

Veh Lic Recovery \$ 1.47

Sales Tax (8.5%) \$ 4.76

CUSTOM RATE

ESTIMATED TOTAL \$64.19

[+] We are listening! Please share your website feedback.

5. Add billing information (chartfield, ex: 606001.HM500.D30020)

The screenshot shows a web browser window with the URL <https://www.enterprise.com/en/reserve.html#Commit>. The page is titled "Review & Reserve".

Additional Details

Chartfield

Enter as follows: Account.Fund.Department.Program.Class.Project

Flight Details

Optional - providing your flight information will help us keep your car ready upon arrival

Airline Name: Flight Number (Optional):

I don't have a flight
My airline isn't listed

Complete Your Booking

Payment Method To Be Determined

7 PASSENGER MINIVAN
EUREKA AP OFFSITE ARCATA
Wed, Apr 11, 2018 @ 12:00 PM
Thu, Apr 12, 2018 @ 12:00 PM
..
/CSU HUMBOLDT (Account Number Added)

Rental Terms

KEY RENTAL FACTS
An overview of your rental terms.
• Inclusions and exclusions
• Potential additional costs and more
[Read Key Rental Facts](#)

RENTAL POLICIES
[Rental Terms and Conditions](#)
[After Hours Service](#)

Please see your negotiated contract agreement for rental policies.

[+] We are listening! Please share your website feedback.

6. Complete booking

The screenshot shows the same web browser window as above, but with the "Additional Details" section collapsed. The "Flight Details" section is visible, showing the "I don't have a flight / My airline isn't listed" option.

Complete Your Booking

Payment Method To Be Determined

Read Key Rental Facts

RENTAL POLICIES
[Rental Terms and Conditions](#)
[After Hours Service](#)

Please see your negotiated contract agreement for rental policies.

RESERVE NOW

enterprise

RESERVATIONS
[Start a Reservation](#)
[View/Modify/Cancel](#)
[Get a Receipt](#)
[Start a Moving Truck or Van Reservation](#)
[Short Term Car Rental](#)

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[SUVs](#)
[Trucks](#)
[Minivans & Vans](#)
[Moving Trucks & Vans](#)

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[+] We are listening! Please share your website feedback.